

ActionItems.xlsx				
from the PACE Hybrid test 9/21/2020				
<u>WHAT</u>	<u>ID</u>	<u>WHO</u>	<u>WHEN</u>	<u>STATUS</u>
Plan and convene the "Russ test"	P1	David Johnson	early October	Sched. 4 Oct 11am
Plan and execute a mobile Hot Spot test	P2	Nelson Cain	October (with P1?)	
Investigate Network Loading with CUMC staff	P3	David Johnson	By 30 September	set up for 4 Oct
Investigate and fix Camera on Cart #3 PC	S1	Roland / Ben	as time/\$ avail.	fixed
Decide on microphone cleaning & handling	L1	PACE Leaders	October	
Determine Circle sequence: In-Class vs. Remote	L2	PACE Leaders	October	
Limit initial Hybrid programs to Presenter and PPT	P4	Nelson Cain	October	
Write up a guide for Zoom Camera operators	P5	Jim Alexander	By 30 September	
Begin a PACE Hybrid "How To" guide	P6	David Johnson	October	